

ACCOUNTANT

ANNOUNCEMENT NUMBER: PXIHS-05-24

OPENING DATE: 10-12-04

CLOSING DATE: 11-01-04

DUTY LOCATION: Division of Financial Management, Accounts and Control Branch, Phoenix Area Office,
Phoenix, Arizona

SERIES/GRADE/SALARY: GS-510-9, \$37,428 per annum

CONDITIONS OF EMPLOYMENT: 1 Permanent Full Time

AREA OF CONSIDERATION: IHS Wide

PROMOTION POTENTIAL: None

HOUSING: Private housing only

TRAVEL EXPENSES: Travel may be authorized

Brief Description of Duties: Incumbent makes monthly reconciliation of the Letter of Credit Transactions and outstanding travel advances; reviews open document files and initiates necessary actions; prepares the required adjusting entries arising from daily accounting transactions; and establishes subsidiary ledger accounts in support of the general ledger or controlling account. Makes a detailed examination of receipts and disbursement vouchers to verify the accuracy of computations and ascertain that all transactions are properly supported, are in accordance with pertinent laws and regulations and are classified and recorded properly from an accounting standpoint. Prepares various reports and monthly statements of transactions and examines a variety of financial statements for compliance with uniform accounting classifications or other specific accounting requirements. Performs other duties as assigned.

Basic Requirements:

- A. **DEGREE:** Successful completion of a full 4-year course of study in an accredited college or university leading to a bachelor's or higher degree in accounting; or a degree in a related field such as business administration, finance, or public administration that included or was supplemented by 24 semester hours in accounting. The 24 hours may include up to 6 hours of credit in business law. **OR**
- B. **Combination of education and experience** - at least 4 years of experience in accounting, or an equivalent combination of accounting experience, college-level education, and training that provided professional accounting knowledge. Applicant's background must also include at least one of the following:
1. Twenty-four semester hours in accounting or auditing courses of appropriate type and quality. This can include up to 6 hours of business law.
 2. A certificate as Certified Public Accountant or a Certified Internal Auditor, obtained through written examination, **OR**
 3. Completion of the requirements for a degree with major study in accounting, auditing or a related field that includes substantial course work in accounting or auditing.

Qualification Requirements: In addition to meeting the basic entry qualification requirements, applicants must have either specialized experience or directly related education in the amounts shown below. Your description of work experience, level of responsibility and accomplishments will be used to determine that you meet these requirements. Applicants must meet the experience and/or education as follows:

<u>Grade</u>	<u>Specialized Experience</u>	<u>OR</u>	<u>Education</u>
GS-9	52 weeks equivalent to GS-7		2 full years of graduate level education or master's or equivalent graduate degree

Specialized Experience: Experience which is directly related to the position to be filled and which has equipped the candidate with the particular knowledge, skills, and abilities to successfully perform the duties of the position. This experience must demonstrate professional knowledge of accounting practices, methods, and techniques required to perform assignments independently using procedures and practices that are conventional and apply in most situations encountered.

Time-in-Grade Restriction: (If selected under the Excepted Service Examining Plan, such individuals may be appointed under Schedule A Authority without regard to time-in-grade requirements). Merit Promotion candidates must have completed at least 52 weeks of service in a position no more than two grades lower than the position to be filled.

Selective Service Certification: If you are male born after December 31, 1959, and you want to be employed by the Federal Government, you must (subject to certain exemptions) be registered with Selective Service System.

Legal and Regulatory Requirements: Candidates must meet time after competitive appointment, time-in-grade restriction, and qualification requirements by the closing date of the vacancy announcement.

Indian Preference: Applicants or current Federal service employees claiming Indian Preference must indicate on their application if they wish to be considered under the Indian Health Service Merit Promotion Plan, Excepted Service Examining Plan, or BOTH. If not, they will be considered under the IHS Merit Promotion Plan only.

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 and 473). In other than the above, the Indian Health Service is an Equal Opportunity Employer.

Equal Employment Opportunity: The Phoenix Area Indian Health Service is committed to providing Equal Employment Opportunity without regard to race, color, sex, age, national origin, religion, physical handicap or sexual orientation.

Reasonable accommodation will be given to qualified disabled applicants pursuant to Section 501 of the Rehabilitation Act of 1973, 29 U.S. Code 791, Title 29.

Veterans who are preference eligible or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply.

Disabled Veterans, especially those who are 30% or more disabled, will be considered and are encouraged to apply.

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

Additional selection may be made from this announcement within 90 days from the date of the certificate provided the vacant position is an identical position, same geographical location, and same conditions of employment.

How to Apply: Interested applicants must submit one of the following: (1) **OF-612** (Optional Application for Federal Employment), (2) **Resume** or (3) any other written format; **Plus** Transcript of college courses; **a copy of your most recent performance appraisal** (and any other necessary documentation pertinent to the position being filled) to the **Phoenix Area Indian Health Service, Office of Human Resources, Two Renaissance Square, 40 North Central Avenue, Suite 510, Phoenix, Arizona 85004-4424, postmark by the closing date, TELEFAXED COPIES WILL NOT BE ACCEPTED.** Once an application has been received, we will not honor requests for copies. For information or questions concerning this announcement, contact the Office of Human Resources at (602) 364-5219.

INFORMATION REQUIRED FOR RESUMES AND OTHER APPLICATION FORMATS.

Resumes or other application formats **must contain all of the information listed below** in sufficient detail to enable the Personnel Office to make a determination that you have the required qualifications for this position. **Specifically, the information provided under #8 (High School), #9 (College and Universities) and #10 (Work Experience) will be used to evaluate your qualifications for this position. Failure to include any of the information listed below may result in loss of consideration for this position.**

ADDITIONAL INFORMATION WILL NOT BE SOLICITED BY THIS OFFICE.

1. Announcement Number, Title and Grade of the job for which you are applying.
2. Full Name, Mailing Address (with Zip Code), day and evening phone numbers (with Area Codes).
3. Social Security Number.
4. Country of Citizenship.
5. Veteran Preference (attach DD-214). If you are claiming 10-point Veteran Preference (disabled, widow, wife, or mother of a totally disabled veteran), also submit a Standard Form 15 (claim for 10-point Veteran Preference) with the required documentary proof (VA Certification).
6. Reinstatement Eligibility (attach SF 50-B).
7. Highest Federal Civilian Grade held.
8. High School: Name, City, State (Zip Code if known) and date of Diploma or GED.
9. Colleges and Universities: Name, City, State (Zip Code if known), Majors, Type and Year of any Degree received (if no Degree show total semester or quarter hours earned). **Attach transcript.**
10. **Work Experience** (paid and nonpaid): Job title, duties and accomplishments, Employer's name and address, Supervisor's name and phone number, **starting and ending dates (month and year), hours worked per week**, and salary.
11. Indicate if we may contact your current supervisor.
12. Job-related training courses, skills, certificates, registrations and licenses (current only), honors, awards, special accomplishments.
13. Bureau of Indian Affairs (BIA) Form 4432, Verification of Indian Preference signed by the appropriate BIA Official, or equivalent form issued by a Tribe authorized by P.L. 93-638 contract to perform the certification function on behalf of the BIA. Failure to submit this form will result in loss of due consideration as an Indian Preference applicant. For Phoenix Area employees, written notification on the front of the application that your Indian Preference is a matter of record in your Official Personnel Folder (OPF) is acceptable for applicants claiming Indian Preference.
14. Supplemental Questionnaire on Knowledge, Skills, and Abilities. It is important that you describe your qualifications in detail in order to receive proper evaluation in the ranking process.

NOTE: Persons who submit incomplete applications will be given credit only for the information they provide and may not, therefore, receive full credit for their Veteran Preference determination, Indian Preference, education, training and/or experience.

All material submitted for consideration under this announcement becomes the property of the Personnel Office and is subject to verification. Therefore, careful attention should be given to the information provided. Fraudulent statements or any form of misrepresentation in the application process could result in the loss of consideration for this position and/or a determination of unsuitability for Federal employment.

INFORMATION FOR DEPARTMENT OF HEALTH AND HUMAN SERVICES (DHHS) OR DISPLACED EMPLOYEES REQUESTING SPECIAL PRIORITY CONSIDERATION.

If you are currently a DHHS employee who has received a Reduction in Force (RIF) separation notice or a Certificate of Expected Separation, you may be entitled to special priority selection under the DHHS Career Transition Assistance Program (CTAP). To receive the priority consideration you must:

1. Be a current (DHHS) career or career-conditional (tenure group I or II) competitive service employee who has received a RIF separation notice or a Certificate of Expected Separation (CES) and, the date of the RIF separation has not passed and you are still on the rolls of DHHS. You must submit a copy of the RIF separation notice or CES along with your application.
2. Be applying for the position that is at or below the grade level of the position from which you are being separated. The position must not have a greater promotion potential than the position from which you are being separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package.
4. Be currently employed by DHHS in the same commuting area of the position for which you are requesting priority consideration.
5. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
6. Meet the basic qualifications for the position, any documented selective factor, physical requirements with any reasonable accommodation and is able to satisfactorily perform the duties of the position with undue interruption.

INFORMATION FOR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION UNDER THE INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (ICTAP).

If you are a displaced federal employee you may be entitled to receive special priority selection under the ICTAP. To receive this priority consideration, you must:

1. Be a displaced federal employee. You must submit a copy of the appropriate documentation such as RIF separation notice, a letter from OPM or your agency documenting your priority consideration status with your applicant package. The following categories of candidates are considered displaced employees.
 - A. Current or former career or career-conditional (tenure group I or II) competitive service employee who:
 1. Received a specific RIF separation notice, or
 2. Separated because of a compensable injury, whose compensation has been terminated, and whose former agency certifies that it is unable to place, or
 3. Retired with a disability and whose disability annuity has been or is being terminated, or
 4. Upon receipt of a RIF separation notice, retired on the effective date of the RIF and submits a Standard Form 50 that indicates "Retirement in lieu of RIF", or
 5. Retired under the discontinued service retirement option, or
 6. Was separated because he/she declined a transfer of function or directed reassignment to another commuting area.
 - OR
 - B. Former Military Reserve or National Guard Technicians who are receiving a special Office of Personnel Management (OPM) disability retirement annuity under Section 8337(h) or 8456 of Title 5, United States Code.
2. Be applying for a position at or below the grade level of the position from which you have been separated. The position must not have a greater promotion potential than the position from which you were separated.
3. Have current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package. (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement).
4. Occupy or be displaced from position in the same local commuting area of the position for which you are requesting priority consideration.
5. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
6. Be rated well qualified for the position including documented selective factors, quality ranking factors, physical requirements with reasonable accommodations and is able to satisfactorily perform the duties of the position upon entry.

